



DEPARTMENT OF EDUCATION

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STATE SUPERINTENDENT
PUBLIC INSTRUCTION

STATE GUIDANCE

To: All Child and Adult Care Food Programs, Directors/Owners/Operators
From: Sally Bartlett, BA, CNP Specialist
Date: March 24, 2005
Subject: Collection of Required Enrollment Information by Child Care Centers and Day Care Homes
Policy Memo CACFP-05-08

Effective April 1, 2005, State agencies must comply with new regulatory requirements pertaining to enrollment forms for children in child care centers (except for emergency shelters, at-risk after school snack programs, and outside-school-hours care centers) and day care homes participating in the CACFP.

As of April 1, 2005, the enrollment form for each child in care must:

- 1) Be updated annually
- 2) Be signed by the child's parent or legal guardian
- 3) Include information on the child's normal days and hours of care as well as the normal meals received in care.

This memorandum allows an option to the third requirement. State licensing agencies in a number of States require parents to sign their children in and out of child care facilities each day. FNS has determined that this satisfies the requirement to collect the normal days and hours in care on each child's enrollment form, provided that:

- The sign-in sheet captures the time the children arrive at and depart from the child care facility
- Each day, the sign-in and sign-out times are signed or initialed by a parent or guardian.

This option is available to all State agencies, whether the requirement for sign-in sheets is imposed by the CACFP State agency or by another appropriate State authority, such as a State licensing agency. In those States in which there is a sign-in sheet requirement, State agencies may choose to accept the sign-in sheets in lieu of capturing hours of care and meals received on the annual enrollment forms for:

- All facilities covered by the sign-in sheet requirements
- Some of the facilities (for example, centers but not homes) covered by the sign-in sheet requirements
- None of the facilities in the State

State agencies must ensure that all facilities meet the requirements for maintaining a current enrollment form for each child in care which is updated annually and signed by the child's parent or legal guardian.

This option should help State agencies facilitate the implementation of the five-day reconciliation requirements in a way that is most effective in each State.

For further information call the Child Nutrition Division at 208-332-6821